

RECORDS REQUEST FEE SCHEDULE

PAPER COPIES

B&W: 1- or 2-sided letter, legal, or ledger size	5¢ per sheet from sheet #1 when cost \geq \$1.00; N/C when total is $<$ \$1.00
24x36"	\$1.00
36x36"	\$1.50
48x36"	\$2.00
Color: 1-sided letter, legal, or ledger size	10¢ per sheet from sheet #1 when cost \geq \$1.00; N/C when total is $<$ \$1.00
2-sided letter, legal, or ledger size	15¢ per sheet from sheet #1 when cost \geq \$1.00; N/C when total is $<$ \$1.00
Paper map in color	
Street	\$6.00
Zoning or Ward 15x18"	\$2.00
30x36"	\$4.00
Bound paper	
In-house zoning code + map	\$10.00
other	per page copy + binder
outsourced	actual cost
Police report (crash, incident, offense, or arrest)	
Text*	\$4.00
Prints of digital photos	N/C with text; per-page copy fee if provided without text

NON-PAPER COPIES

Mylar map 24x36"	\$10.00
CD police report text*	\$5.00
digital photos	N/C with text; \$5.00 if provided without text
other	25¢
DVD police report text*	\$5.00
digital photos	N/C with text; \$5.00 if provided without text
other	30¢
Audio or video tape	cost of blank
Diskette	cost of blank
Computer tape	cost of blank

TRANSMISSION/DELIVERY

Facsimile local call	N/C
long distance call	N/C
Attach to e-mail	N/C
US mail	
First class/paper	actual cost of postage + 25¢ for envelope when postage + envelope ≥ \$1.00
Media mail	actual cost of postage + actual cost of mailer
Special: priority, express, etc.	actual costs
Delivery/shipping/courier service	actual costs

*Case law considers the text of a report to include any pages of the standardized report form PLUS any attached pages that are referenced as attachments/exhibits/supplements in the information entered on the form pages. Any records of written information that are related to the report that are not on the form or referenced on the form would be available at the per-page copy fee. Photographs related to the reported incident are considered to be separate from the text and are available at the costs indicated above.

As approved by the Records Commission
September 15, 2010